



GRAND HOTEL
WIEN

CHECKLIST FOR THE ORGANIZER

Kind of Function: _____

Date: _____ Time: _____

I. FUNCTION - CONFERENCE

- | | |
|---|--|
| <input type="checkbox"/> number of persons | <input type="checkbox"/> translator |
| <input type="checkbox"/> signage of the conference room | <input type="checkbox"/> TV with VCR |
| <input type="checkbox"/> hospitality desk | <input type="checkbox"/> microphone |
| <input type="checkbox"/> name tags | <input type="checkbox"/> translation |
| <input type="checkbox"/> information material | <input type="checkbox"/> special technical equipment |
| <input type="checkbox"/> function programme | <input type="checkbox"/> technique |
| <input type="checkbox"/> seating plan | <input type="checkbox"/> secretary |
| <input type="checkbox"/> lectern | <input type="checkbox"/> typewriter |
| <input type="checkbox"/> flip chart | <input type="checkbox"/> copy machine |
| <input type="checkbox"/> slide projector | <input type="checkbox"/> fax machine |
| <input type="checkbox"/> screen | <input type="checkbox"/> writing material |
| <input type="checkbox"/> lamp | |

II. FUNCTION - CONFERENCE

- | | |
|--|---|
| <input type="checkbox"/> breakfast | <input type="checkbox"/> menu cards |
| <input type="checkbox"/> coffee break | <input type="checkbox"/> table decoration |
| <input type="checkbox"/> lunch and/or dinner | <input type="checkbox"/> room decoration |
| <input type="checkbox"/> cocktail reception | <input type="checkbox"/> entertainment |
| <input type="checkbox"/> aperitif/digestif | <input type="checkbox"/> music |
| <input type="checkbox"/> beverage | <input type="checkbox"/> dance floor |
| <input type="checkbox"/> midnight snacks | <input type="checkbox"/> tobacco goods |

III. ACCOMODATION

- | | |
|--|--|
| <input type="checkbox"/> number of participants | <input type="checkbox"/> name list |
| <input type="checkbox"/> rooms | <input type="checkbox"/> arrival date and time |
| <input type="checkbox"/> departure date and time | <input type="checkbox"/> contact person in the hotel |
| <input type="checkbox"/> welcome present | <input type="checkbox"/> limousine-/bus-service |
| <input type="checkbox"/> exact billing procedure | <input type="checkbox"/> for arrival & departure |